



PERSONAL RECORD BOOK

Saw Filer Endorsement: Benchperson



This is your Record Book!

DO NOT SUBMIT TO THE ITA

This is not required to achieve certification

- **It is a record of your progress towards achieving certification in the trade**
- **It provides a record of your experience**
- **It is your responsibility to keep it up-to-date**
- **Take it with you if you change employers**

Note: Employers and supervisors are not responsible for keeping your Record Book up-to-date. They are responsible for sign-off of hours and sign-off of competencies once you have achieved the required level of skills and knowledge.

APPRENTICE IDENTIFICATION

Trade: SAW FILER ENDORSEMENT: BENCHPERSON

Legal First Name:		Legal Last Name:	
Suite Number:	Street Number and Name:		
City:		Province:	Postal Code:
Telephone Number:		Email Address:	

Work Safely!

A safe work attitude contributes to an accident free environment. Accident prevention and safe working conditions are the responsibility of both employers and employees.

Wear the required personal protective equipment, follow safe work practices and follow all safety regulations applicable to specific job activities.

Employer's responsibilities:

- Provide and maintain safety equipment and protective devices
- Ensure proper safe work clothing is worn
- Enforce safe work procedures
- Provide safeguards for machinery, equipment and tools
- Observe all accident prevention regulations
- Train employees in safe use and operation of equipment

Employee's responsibilities:

- Work in accordance with the safety regulations pertaining to job environment
- Work in such a way as not to endanger themselves or fellow workers.

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EMPLOYER INFORMATION

Originating Employer

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone:
	Email:
	Fax:
Supervisor/Journeyman 1:	*TWID #:
	Phone:
	Email:
Supervisor/Journeyman 2:	TWID #:
	Phone:
	Email:

***TWID # – Trade Worker Identification Number**

If you have more than one employer during your apprenticeship, record the information for subsequent employers on the following page(s).

If your job ends or you change employers...

Before leaving your place of employment:

- Update Workplace Hours through a [Work-Based Training Hours form](#) for the current reporting period and get signoff by your employer.
- Update Record of Competencies with your supervisor.
- Confirm with your employer that your workplace hours have been reported to ITA, and if possible get a copy of all Work-Based Training Hours reports submitted.
- Notify the ITA of the change in your employment by submitting an [Apprentice and Sponsor Registration form](#) with your new employer.

When re-employed...

You must be registered with your new employer before submitting any work-based training hours to the ITA.

Subsequent Employers

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone:
	Email:
	Fax:
Supervisor/Journeyperson 1:	TWID #:
	Phone:
	Email:
Supervisor/Journeyperson 2:	TWID #:
	Phone:
	Email:

Subsequent Employers

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone:
	Email:
	Fax:
Supervisor/Journeyperson 1:	TWID #:
	Phone:
	Email:
Supervisor/Journeyperson 2:	TWID #:
	Phone:
	Email:

WORKPLACE HOURS

Instructions

Make an entry in this section each time your hours are reported to the ITA.

1. Get a copy of the *Workplace Hours Report* from your employer.
2. Fill in the dates of the reporting period and the hours reported.
3. Enter your employer name, address and phone number.
4. Keep your Record Book in a safe place.

Workplace Hours

Workplace hours must be submitted to the ITA by your employer on a regular basis. Your hours should be reported at least every six months; however, every three months is preferred.

At the beginning of your apprenticeship discuss the frequency of reporting with your employer.

Keeping Workplace hours up-to-date in your Record Book gives you the tools to better manage your apprenticeship. It provides you with the opportunity to:

- Follow up with your employer each reporting period to ensure your hours are reported on a regular basis.
- Discuss your progress with your direct supervisor/journeyperson on a regular basis.

[illegible]

RECORD OF COMPETENCIES

Instructions

The Record of Competencies is filled out and signed-off by the journeyperson supervising your work.

1. Know what skills are expected at each level of the program.
2. Ask the journeyperson to sign off on the competency when you have acquired the skills and are able to perform the task without supervision.
3. If the journeyperson agrees that you have the required skills, he/she will:
 - Record the date that the competency was achieved
 - Sign off on the competency
 - Enter his/her Trades Worker Identification Number (TWID #)

What is a Record of Competencies?

The Record of Competencies lists all competencies you should be knowledgeable in prior to receiving your certification. Keeping this section up to date will allow you to track your progress towards certification and demonstrate proficiency in the skills within the scope of your trade. Completion of the entire program should result in you becoming a skilled and knowledgeable journeyperson.

- Refer to this section periodically to ensure you are getting the work experience you need.
- Use the competencies as a guide to ensure work tasks are assigned so that you acquire the skills and knowledge required to be successful in the trade.

Review the Record of Competencies on a regular basis with your direct supervisor/journeyperson to ensure they have been completed.

Program Outline

The Program Outline provides detailed information on the scope of knowledge and skills expected at each level of the program, further defining the competencies listed in the Record Book. The Program Outline is a great resource for developing a training plan.

Download from: <https://www.itabc.ca/program/saw-filer-endorsement-benchperson>

Apprenticeship Toolkit

For general information on apprenticeship and tips for navigating the apprenticeship system in BC visit ITA's website to learn about the [apprenticeship basics](#).

SAW FILER ENDORSEMENT: BENCHPERSON

IMPORTANT!

Download the Program Outline!

<https://www.itabc.ca/program/saw-filer-endorsement-benchperson>

Read the competency tables

Some competencies are taught in many levels

For detailed information about that competency, go to the Program Outline

THEORY

LINE E: BAND SAWS

- ☐ EXPLAIN CONCEPTS RELATED TO TROUBLESHOOTING BANDSAWS

LINE I: SAW WELDING

- ☐ EXPLAIN CONCEPTS RELATED TO BUTTING WELD SAWS

LINE L: SAW SHEARBOARDS, SCRAPERS, COOLING SYSTEMS AND HYDRAULICS

- ☐ EXPLAIN CONCEPTS OF HYDRAULIC SYSTEMS

LINE M: TENSION, LEVEL AND BENCH SAWS

- ☐ EXPLAIN CONCEPTS OF BAND SAW LEVELING AND BENCH MAINTENANCE
- ☐ EXPLAIN THE CONCEPTS OF TENSIONING BAND SAWS
- ☐ EXPLAIN CONCEPTS OF SAW STEEL REQUIRED PROPERTIES
- ☐ EXPLAIN CONCEPTS OF BAND SAW TENSION REQUIREMENTS
- ☐ EXPLAIN CONCEPTS OF BAND SAW BENCHES
- ☐ EXPLAIN CONCEPTS OF BAND SAW BACK MAINTENANCE
- ☐ EXPLAIN CONCEPTS OF BAND SAW TIRE MAINTENANCE
- ☐ EXPLAIN CONCEPTS OF BAND SAW TWISTS REPAIR

- ☐ EXPLAIN CONCEPTS OF TENSION BAND SAW HEATING

LINE O: SAW FILING ROOM MACHINES

- ☐ EXPLAIN THE CONCEPTS OF SETTING UP AND MAINTAINING A BAND SAW BENCH
- ☐ EXPLAIN CONCEPTS OF FILING ROOM MACHINES AND EQUIPMENT MAINTENANCE
- ☐ EXPLAIN CONCEPTS OF AUTOMATIC SAW LEVELLERS
- ☐ EXPLAIN CONCEPTS OF SAW CONTROL SYSTEMS

LINE Q: BAND MILLS

- ☐ EXPLAIN THE CONCEPTS OF HEAD SAW BAND MILL ALIGNMENT
- ☐ EXPLAIN CONCEPTS OF VERTICAL RESAW ALIGNMENT
- ☐ EXPLAIN CONCEPTS OF HORIZONTAL RESAW ALIGNMENT
- ☐ EXPLAIN TWIN AND QUAD BAND MILL ALIGNMENT
- ☐ EXPLAIN CONCEPTS OF ALIGNMENT ON OTHER SAW MILL MACHINES
- ☐ EXPLAIN THE CONCEPTS OF ALIGNING A BAND MILL USING LASER ALIGNMENT
- ☐ EXPLAIN CONCEPTS OF BAND MILL COMPONENT MAINTENANCE
- ☐ EXPLAIN THE CONCEPTS OF BAND MILL PRODUCTION SHIFT INSPECTIONS
- ☐ EXPLAIN CONCEPTS OF STRAIN SYSTEM MAINTENANCE
- ☐ EXPLAIN CONCEPTS OF BAND MILL WHEEL GRINDING

LINE R: QUALITY CONTROL

- ☐ EXPLAIN CONCEPTS OF QUALITY CONTROL SYSTEMS
- ☐ EXPLAIN CONCEPTS OF STANDARDS, MEASURING METHODS AND DATA IDENTIFICATION

PRACTICAL

LINE C: TRADE MATH

- ☐ CALCULATE STRAIN

LINE E: BAND SAWS

- ☐ TROUBLESHOOT BANDSAWS

LINE I: SAW WELDING

- ☐ BUTT WELD SAWS

LINE M: TENSION, LEVEL AND BENCH SAWS

- ☐ LEVEL BAND SAWS
- ☐ TENSION BAND SAWS
- ☐ DETERMINE CORRECT AMOUNT OF TENSION
- ☐ MAINTAIN BAND SAW BACKS
- ☐ MAINTAIN BAND SAW TIRES
- ☐ REPAIR BAND SAW TWISTS
- ☐ HEAT TENSION BAND SAWS

LINE O: SAW FILING ROOM MACHINES

- ☐ SET UP AND MAINTAIN A BAND SAW BENCH
- ☐ MAINTAIN FILLING ROOM MACHINES AND EQUIPMENT

LINE Q: BAND MILLS

- ☐ ALIGN A HEAD SAW BAND MILL
- ☐ ALIGN A VERTICAL RESAW
- ☐ ALIGN HORIZONTAL RESAW
- ☐ ALIGN TWIN AND QUAD BAND MILLS

- ☐ **ALIGN OTHER SAW MILL MACHINES**
- ☐ **ALIGN A BAND MILL USING LASER ALIGNMENT**
- ☐ **MAINTAIN BAND MILL COMPONENTS**
- ☐ **CARRY OUT BAND MILL PRODUCTION SHIFT INSPECTIONS**
- ☐ **MAINTAIN STRAIN SYSTEMS**
- ☐ **GRIND BAND MILL WHEELS**

Supervisor Signature

NOTES FROM SAW FILER ENDORSEMENT: BENCHPERSON

Note:

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MISSING COMPETENCIES?

To develop the best journey person possible employers should attempt to provide training in all competencies for the trade. This is not always possible.

If your employer is unable to provide training in any competency required for your trade, note that competency below.

Competencies listed here will remain unsigned until your employer can provide training in that area or until you find an alternate way to gain the experience needed.

Competency:	Date:
Reason:	
Alternate plan:	

Competency:	Date:
Reason:	
Alternate plan:	

TECHNICAL TRAINING

Instructions

Keep a record of each level of technical training completed.

Saw Filer Endorsement: Benchperson

Date Completed:	Training Provider:
Mark:	Instructor:

COMPLETION REQUIREMENTS

Instructions

Keep a record of each program completion requirement achieved.

SAW FILER ENDORSEMENT: BENCHPERSON

- ✓ Saw Filer Certificate of Qualification
or
- ✓ LMI Circular Sawfiler Certificate of Qualification
- ☐ Benchperson Endorsement Technical Training
- ☐ 1,680 Work-Based Training Hours
- ☐ ITA Standardized Written examination
- ☐ Recommendation for Certification signed by sponsor

Note: After all other completion requirements have been met, ITA sends a Recommendation for Certification form to the sponsor requesting signoff.

CERTIFICATIONS

Instructions

Keep a record of the credentials and endorsements you have earned, including the certification number and date of issue.

CREDENTIAL EARNED	NUMBER	DATE OF ISSUE

If you have any questions, please contact ITA Customer Service at customerservice@itabc.ca 778-328-8700 or toll free (within BC) at 1-800-660-6011